

documents (originals) and microforms. NARA must approve the schedule, SF 115, Request for Records Disposition Authority, in accordance with part 1225 of this subchapter before any records, including source documents, may be destroyed.

(1) Agencies that comply with the standards in §1238.14 must include on the SF 115 the following certification: “This certifies that the records described on this form were (or will be) microfilmed in accordance with the standards set forth in 36 CFR part 1238.”

(2) Agencies using microfilming methods, materials, and procedures that do not meet the standards in §1238.14(a) must include on the SF 115 a description of the system and standards used.

(3) When an agency intends to retain the silver original microforms of permanent records and destroy the original records, the agency must certify in writing on the SF 115 that the microform will be stored in compliance with the standards of §1238.20 and inspected as required by §1238.22.

(b) *Temporary records.* Agencies do not need to obtain additional NARA approval when destroying scheduled temporary records that have been microfilmed. The same approved retention period for temporary records is applied to microform copies of these records. The original records can be destroyed once microfilm is verified, unless legal or other requirements prevent their early destruction.

## **PART 1239—PROGRAM ASSISTANCE AND INSPECTIONS**

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AUTHORITY: 44 U.S.C. 2904 and 2906.

SOURCE: 74 FR 51014, Oct. 2, 2009, unless otherwise noted.

### **Subpart A—General**

#### **§ 1239.1 What is the scope of this part?**

NARA's statutory authorities include assisting agencies in carrying out their records management responsibilities and, when necessary, inspecting agency programs and reporting to Congress on those inspections. Part 1239 identifies the types of records management guidance and program assistance NARA provides to agencies under its 44 U.S.C. chapter 29 mandate; the conditions under which NARA will invoke its inspection authority, also under chapter 29; and the requirements for agencies to cooperate fully in such inspections.

#### **§ 1239.2 What are the authorities for part 1239?**

The authorities for this part are 44 U.S.C. 2904 and 2906.

#### **§ 1239.3 What definitions apply to this part?**

(a) See §1220.18 of this subchapter for definitions of terms used in part 1239.

(b) As used in part 1239—

*Inspection* means a formal review and report by NARA under 44 U.S.C. 2904(c) and 2906(a) of an agency's record-keeping processes that focus on significant records management problems affecting records at risk that meet one or more of the following criteria:

(1) Have a direct and high impact on legal rights or government accountability;

(2) Are the subject of high profile litigation, Congressional attention, or widespread media coverage;

(3) Have high research potential; or

(4) Are permanent records with a large volume, regardless of format.